



**METROPOLITAN
TRANSPORTATION
COMMISSION**

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700
TEL 510.817.5700
TTY/TDD 510.817.5769
FAX 510.817.5848
E-MAIL info@mtc.ca.gov
WEB www.mtc.ca.gov

Bill Dodd, Chair
Napa County and Cities

Scott Haggerty, Vice Chair
Alameda County

Tom Ammiano
City and County of San Francisco

Tom Azumbrado
U.S. Department of Housing
and Urban Development

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Sonoma County and Cities

Dean Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

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U.S. Department of Transportation

Federal D. Glover
Contra Costa County

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San Francisco Bay Conservation
and Development Commission

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San Francisco Mayor's Appointee

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State Business, Transportation
and Housing Agency

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Steve Heminger
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Ann Flemer
Deputy Executive Director, Operations

Andrew Fremier
Deputy Executive Director,
Bay Area Toll Authority

Therese W. McMillan
Deputy Executive Director, Policy

ADMINISTRATION COMMITTEE

June 11, 2008
MINUTES

Attendance

Vice Chair Bates called the meeting to order at approximately 10:27 a.m. Committee members present were: Commissioners Ammiano, Kinsey, Sartipi, and Tissier. Other commissioners present were: Dodd, Haggerty, Chu, Giacomini, Lempert, Rubin, Worth and Yeager.

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of May 14, 2008.

Contract Amendment – Janitorial Services: Accent Service Company, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Accent Service Company, Inc. in an amount not to exceed \$124,032 to provide janitorial services for the MTC offices during FY 2008-09, subject to agency budget approval, with an option to renew under the original procurement for two additional one-year periods at a negotiated price.

Contract Amendment – High School Internship, Agency Support: Paradigm Staffing Solutions

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Paradigm Staffing Solutions in an amount not to exceed \$100,000 to serve as the employment agency that will assist with the temporary hiring of high school students selected to participate in MTC's Summer Internship Program.

Contract Amendment – Design and Production Services: Finger Design Associates

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Finger Design Associates, not to exceed \$200,000, subject to FY 08-09 budget approval, to continue to serve as MTC's principal design firm during FY 2008-09, providing design and production services on the Transactions newsletter, the annual report, the Regional Transportation Plan and other high profile projects.

Contract – Video Production Services: (i) Bridge Media (ii) On-Call List: Bridge Media, Bars+Tone, Cal. Engineering Contractors, CAV Media Corp.

The Committee authorized the Executive Director or his designee to enter into a contract with Bridge Media, not to exceed \$40,000, subject to agency budget approval, to provide video clips for the 2008 Excellence in Motion Awards Program Winners with an option to renew the contract for two additional cycles of the biennial awards program, subject to MTC approval. The Committee also approved a list of four firms; Bridge Media, Bars+Tone, Cal. Engineering Contractors, and CAV Media Corp for on-call video production services.

Resolution No. 3808, Revised – FY 2007-08 Overall Work Program (OWP)

The Committee authorized the referral of MTC Resolution No. 3808, Revised, to the Commission to amend MTC's Overall Work Program (OWP) to include a grant award for \$860,000 State Planning and Research grant for the fiscal 2007-08 year to be used to complete the Regional Blueprint Plan.

Zero Emission Bus Advanced Demonstration Project: MTC/BAAQMD Interagency Agreement and AC Transit Funding Agreement

The Committee authorized the Executive Director or his designee to negotiate and enter into an interagency agreement with the Bay Area Air Quality Management District in amount not to exceed \$2,000,000 and a funding agreement with AC Transit in an amount not to exceed \$2,630,000 for the funding of the regional Zero Emission Bus Advanced Demonstration Project.

MONTHLY FINANCIAL STATEMENTS

The Committee received the following monthly financial reports for the month of April: Operating Income for April 2008; Report of Operating Expenditures for FY 2007-08 through April 2008; Report of Capital Projects for FY 2007-08 through April 2008; FY 2007-08 Contract Services Disbursement Report for April 2008. For the month of April 2008, the monthly financial report listed eleven (11) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through April 2008.

INVESTMENT REPORT

The Committee received the Investment Reports for the months of April 2008.

MTC Agency Budget Revision FY 2007-08, Resolution No. 3818, Revised and MTC Agency Budget for FY 2008-09, Resolution No. 3864

The Committee received and recommended referral of the revised FY 2007-08 MTC Agency Budget and proposed FY2008-09 MTC Agency Budget to the Commission for approval.

MTC/ABAG Interagency Agreement for FY 2008-09

The Committee referred to the Commission for its approval a funding agreement with the Association of Bay Area Governments in an amount not to exceed \$2,323,749 to perform comprehensive planning and technical activities in FY 2008-09.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 10:34 a.m. The next Committee meeting date will be on July 9, 2008 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.